



**Child Development  
Division**

**MANAGEMENT  
BULLETIN**

<b>Subject:</b> Request for Applications to Provide a School Age Community Child Care Services (Latchkey) Program for School-Age Children, Ages 5 through 13, in Los Angeles County, Service Planning Area (SPA) 7	<b>No.:</b> <b>02-09</b>
	<b>Date:</b> <b>April 23, 2002</b>
<b>Authority:</b> California <i>Education Code</i> , Division 1, Part 6, Chapter 2, Article 22	<b>Expires:</b> <b>June 30, 2002</b>

**Important Dates to Remember**

RFA release date ..... April 23, 2002

**Application due date..... June 3, 2002\***

Application review period ..... June 2002

Tentative offers of funding ..... June 2002

Appeal period..... June 2002

Final award notification..... June 24, 2002

\* Updates and clarifications will be posted on the CDD Web Page at:

< [http://www.cde.ca.gov/cyfsbranch/child\\_development/index.html](http://www.cde.ca.gov/cyfsbranch/child_development/index.html) >

Prior to submission of application ensure all updates or clarifications have been considered.

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**1. PURPOSE OF THIS MANAGEMENT BULLETIN**

This Management Bulletin announces the availability of \$171,110 (annualized) to provide center-based School Age Community Child Care Services (Latchkey) program services to approximately 55 children, ages 5 through 13, in Whittier, California.

This Management Bulletin also explains the program and applicant eligibility requirements for the Latchkey program, and provides information on how to apply for funding. All applicants should carefully review the information in this bulletin, attachments to this bulletin, and the current application materials before submitting an application for funding.

**2. CONTRACT BACKGROUND**

The contract is currently administered by the East Whittier Elementary School District, serving 48 children at Lowell, Mar Vista, and Orchard Dale Elementary schools. The successful bidder must be able to serve approximately 55 subsidized children, including the existing children, at existing sites, or plan to serve these children in other licensed or licensed exempt facilities, in close geographical proximity to the existing sites. The Orchard Dale site will be available to the successful applicant to provide services under this contract. If it is the intent of the applicant to provide service at a location(s) other than the existing sites, the alternative site(s) must be identified in this application. Applicants are encouraged to verify availability of sites with the school district. Latchkey programs operate part-time during the school year and full-time during vacations. Current hours of operation are 6:30 a.m. to 6:30 p.m., Monday through Friday. The minimum calendar days of operation (MDO) is 251 days per year; this equates to approximately 161 full-time equivalent days. In accordance with *California Education Code (EC)*, Division 1, Part 6, Chapter 2, section 8473, the Latchkey program must receive at least 50 percent of its total funding from sources *other than* this contract, unless the program is granted a waiver to serve less than 50 percent *non-certified* children.

**3. PROGRAM BACKGROUND**

The Child Care and Development Services Act authorizes the Superintendent of Public Instruction to administer a variety of child care and development programs providing services to eligible children in low-income families. *EC* section 8460 authorizes the Superintendent of Public Instruction to administer the Latchkey program. These programs are administered by the California Department of Education (CDE),

Child Development Division (CDD). These center-based programs serve the needs of school-age children of low-income families.

*EC* section 8202 establishes the legislative intent for all child care and development programs administered by CDD. It is the intent of the Legislature that:

- All families have access to child care and development services regardless of ethnic status, cultural background, or special needs.
- The healthy physical, cognitive, social, and emotional growth and development of children be supported.
- Families achieve and maintain their personal, social, economic, and emotional stability through an opportunity to attain financial stability through employment, while maximizing growth and development of their children, and enhancing their parenting skills through participation in child care and development programs.
- Community-level coordination in support of child care and development services be encouraged.
- Families have a choice of programs that allows for maximum involvement in planning, implementation, operation, and evaluation of child care and development programs.
- Parents and families be fully informed of their rights and responsibilities to evaluate the quality and safety of child care programs including, but not limited to, their right to inspect child care licensing files.
- Planning for expansion of child care and development programs be based on ongoing local needs assessments.

*California Code of Regulations (CCR)*, Title 5, Chapter 19, Child Care and Development Programs, provides regulatory guidelines for the administration of CDD programs. Subchapter 8 provides additional specific regulatory guidance for administering Latchkey programs.

*EC* section 8468.5 *et seq.* defines the family's eligible for Latchkey program services and describes enrollment priorities unique to the Latchkey program.

## **4. ELIGIBILITY FOR PROGRAM FUNDS**

Any school district, county office of education, public, private nonprofit, and private for-profit agency is eligible to apply whether or not it is currently funded by CDE. Additional application eligibility requirements include the following:

### **A. For agencies currently operating CDE program:**

Existing agencies currently operating a program under a contract with CDE are not eligible for funding if they have had fiscal or programmatic violations that have resulted in a final decision to terminate their contract or place their contract on conditional or nonrenewal status.

CDD will review three years of contract history to determine if a pattern of under-earning exists. If the agency has a history of under-earning, it may not be offered funding under this Management Bulletin.

B. For agencies not currently operating CDE program:

An agency is not eligible for funding if it has had a prior contract with CDE for child care and development services within three years immediately preceding the date of this Management Bulletin, and the contract was terminated or contract funding was not continued for fiscal and/or programmatic noncompliance.

The agency must be licensed or be eligible for licensing in accordance with *California Code of Regulations*, Title 22, Social Security, Division 12, (22 CCR), Chapters 1, 2, and 3, at the time the application is submitted to CDE/CDD. Services to children may not begin until the contractor submits to CDD a copy of their site license or provides verification of their license exempt status.

*If the agency intends to subcontract with another entity to administer and/or provide program services under CDE contract, the application must include all requested information regarding the subcontractor. The subcontractor must meet the same eligibility requirements as the primary contractor.*

## 5. TERMS USED IN THIS MANAGEMENT BULLETIN

Following is a list of terms used throughout this Management Bulletin:

- A. "Application" means the application and all required attachments described in this Management Bulletin.
- B. "CDE" means the California Department of Education.
- C. "cde" means child days of enrollment.
- D. "MRA" means the Maximum Reimbursable Amount an agency is entitled to receive under its contract with CDE.
- E. "School age" means children enrolled in kindergarten through grade 9.
- F. "Service-level exemption" (See G. "Start-up Allowance").
- G. "Start-up allowance" (also known as a service-level exemption) means a portion of the contract amount that may be reimbursed without the agency having provided services (enrollment) to earn that amount prior to the full enrollment of children. A start-up allowance is not additional funding but is part of the MRA. The amount of the allowance may not exceed 15 percent of the MRA (EC 8233[b]). A start-up allowance is not an annual contract term, but is a one-time service-level exemption available only for new or newly expanded full-year programs.
- H. "Tentative offer of funding" means the *proposed* application award results pending the resolution of contract award disputes.

## 6. PROGRAM DESCRIPTION

California continues to offer the largest, most comprehensive early care and education system in the nation. CDE through CDD administers more than a dozen diverse State and federally subsidized programs. Included within these programs is the center-based Latchkey program.

First priority for enrollment in this program shall be given to recipients of child protective services. Second enrollment priority shall go to eligible children in kindergarten and grades 1 to 3, inclusive and their school-age siblings under the age of 13. Third priority shall go to eligible children in grades 4 to 9, inclusive, and their school-age siblings under the age of 13. Refer to *EC* section 8468.5 for additional information regarding enrollment priority, income, and need requirements for these services.

In accordance with *EC* section 8473, this program shall not subsidize more than 50 percent of the total program costs or total service earnings. These additional limits to reimbursement are sometimes referred to as "participation limits" because they define certified participation in the program.

In accordance with *EC* section 8463, Latchkey programs may provide the following minimum services to support the implementation of quality programs:

- A. Physical environment that is safe and appropriate to the ages of the children and meets applicable licensing standards.
- B. Transportation or supervision to and from the school to the extended day care facility when the facility is not on the school site.
- C. A diverse school-age child population from varying socio-economic, racial, and ethnic backgrounds.
- D. Program activities and services that are age appropriate and meet the developmental needs of each child, including, but not limited to, activities for social, emotional, cognitive, and physical development.
- E. Program activities and services that meet the cultural and linguistic needs of children and families being served.
- F. Programs that support the academic growth of the children served, such as tutoring, homework assistance, and reinforcement of basic skills.
- G. Programs that encourage children to participate in organized and supervised youth groups.
- H. Provision for nutritional needs of children.
- I. Family and community involvement.
- J. Parent education and involvement.
- K. Provision of, or referral to, support services that include, but are not limited to, identification of child and family needs.
- L. Efficient and effective local program administration.
- M. Staff who possess the appropriate and required qualifications and experience:
  - Programs are encouraged to employ staff that reflect the linguistic and cultural make-up of children and families in the program.
  - Use of intergenerational staff is also encouraged.

In addition to the minimum services provided, each agency must identify each child's needs, skills, and interests upon enrollment and annually thereafter.

Program contractors must maintain appropriate staffing ratios in accordance with 5 CCR section 18290(d) and (e). (See Application, Program Staffing Plan for details.)

All facilities housing Latchkey programs must meet the licensing standards described in 22 CCR. If the facilities are exempt by statute or otherwise exempt from licensing, they must comply with the health and safety regulations set forth in 22 CCR.

## **A. Qualitative and Quantitative Measurements**

CDD recognizes the following as characteristics of high-quality child care and development environments:

- Settings that are safe, provide small-group sizes, and offer adult-to-child ratios that encourage the best opportunities for development;
- Caregivers or teachers who have experience and are trained in early childhood development;
- Learning materials and teaching styles that are age-appropriate and respectful of children's cultural and ethnic heritages; and
- Learning opportunities that promote children's success in school.

Each child care and development program contractor will be measured qualitatively and quantitatively by CDE (*EC* section 8261, and 5 CCR section 18279) based on information obtained from the following sources:

1. Contractor Self-Reviews: Each child care and development contractor will be required to complete an annual self-assessment. The self-assessment shall be completed and submitted to CDE, CDD by March 1 of each year.
2. CDE Reviews: Each CDE child care and development contractor will be measured qualitatively and quantitatively by CDE or designated representatives using:
  - a. The fiscal and service data reports submitted by the contractor;
  - b. The annual fiscal and compliance audit submitted by the contractor; and
  - c. The on-site Contract Monitoring or Coordinated Compliance Reviews and the indicators of quality listed in *EC* section 8203.

## **B. Funding Requirements and Information**

The successful applicant must provide services to eligible families currently enrolled in the program. Applicants proposing to serve only some or none of the currently enrolled families will be viewed as not responsive to the requirements of the Management Bulletin and will be rejected with no further review, with no appeal rights.

The initial projected contract period is July 1, 2002, through June 30, 2003. For purposes of this application, all applicants must submit program calendars detailing their proposed days of operation during July 1, 2002, through June 30, 2003. The program calendar must reflect a twelve-month period of

operation. The minimum calendar days of operation for this contract is 251 for each fiscal year; this equates to approximately 161 full-time equivalent (FTE) days.

The daily reimbursement rate for each child day of enrollment is subject to negotiations with the CDE's Child Development Fiscal Services (CDFS) Unit, but will not exceed \$19.39 per child, per FTE day. FTE days can be calculated using the following formula: (# of school days per fiscal year x 0.5) + (# of vacation days per fiscal year).

For an example: If you had 250 calendar days of operation in a fiscal year and this was comprised of 180 "school days" and 70 "vacation days" you would have 160 FTE days for this program.  $(180 \times 0.5) + 70 = 90 + 70 = 160$

The annual Maximum Reimbursable Amount (MRA) will be negotiated based on the agency's proposed service level, but will not exceed \$171,110 for one fiscal year. Final contract reimbursement will be limited to the least of the following five calculations:

1. The contract Maximum Reimbursable Amount (MRA).
2. The net reimbursable program costs for subsidized children, minus subsidized Family Fees and interest earned on advanced contract funds.
3. The contract reimbursement rate multiplied by the service units (enrollment) for subsidized children, minus subsidized Family Fees and interest earned on advanced contract funds.
4. 50 percent of total reimbursable program costs, minus subsidized Family Fees and interest earned on advanced contract funds.
5. 50 percent of the contract reimbursement rate multiplied by the total units of services (enrollment) for all children, minus subsidized Family Fees and interest earned on advanced contract funds.

## C. General Contract Information

If an agency is awarded a contract to operate a program described in this Management Bulletin, the contract will be a cost reimbursement contract based on service earnings. CDD contracts are not "grants." A "contract" is a legally binding agreement between two parties. In the case of most CDD contracts, the agreement is between an agency and CDE in which the agency promises to provide child care and development services according to defined programmatic and fiscal expectations, and CDE promises to reimburse the agency for those services according to defined limits. Contracts are for one state fiscal year (July 1 through June 30).

After the initial contract year, the contractor's eligibility for continued funding each subsequent year is contingent on compliance with the Funding Terms and Conditions and Program Requirements which are the binding terms of the contract; evidence of satisfactory contract performance; compliance with all relevant state and federal reporting requirements; and approval by CDE.

## D. How Contract Payments Will Be Made

Agencies are advised that funds cannot be obligated outside the specified contract period or disbursed until a formal contract between the CDE and the agency has been executed. A contract is executed only after both parties have signed the contract. Contractors will receive a copy of the contract once it has been executed. Costs incurred by the successful applicant before the effective date of the contract are **not** reimbursable expenditures.

CDE's Child Development Fiscal Services (CDFS) Unit is responsible for generating contract payments. Contract payments are adjusted to reflect a flow of funds, which most accurately correspond to the

amount projected to be earned by the contractor through the end of the contract period. The first payment of funds should not be expected for at least six to eight weeks after the signed contract is returned to CDE Contracts Office. At the time of application, agencies will be required to have three months of operating capital through cash, a line of credit, etc., to operate their program during the contracted period prior to receiving state contract advance payments. Agencies that do not currently have cash or a line of credit readily established must describe an acceptable plan to obtain the necessary operating capital and demonstrate fiscal soundness before CDE issues the contract.

## **E. Start-up Allowance (Service-Level Exemption)**

In accordance with *EC* section 8275 and 5 *CCR* section 18034, the contractor may be allowed up to 15 percent of the annual contract amount as a “start-up” allowance. **This allowance is not additional funding** but is part of the contract amount. Since new or expanding programs may not have sufficient enrollment during the first contract period while the program is starting up, but may have legitimate expenses, the statute allows a certain amount of the contract to be reimbursed without providing services. This service-level exemption is referred to as a “start-up” allowance and will be reimbursed, if claimed as expenses, up to the limits specified in the contract. The actual amount of the start-up allowance will be negotiated with the successful applicant based on demonstrated need and may include, but not be limited to, the following costs:

- The employment and orientation of necessary staff;
- The setting up of the program and facility;
- The finalization of rental agreements and the making of necessary deposits;
- The purchase of a reasonable inventory of materials and supplies; and
- The purchase of an initial premium for insurance.

## **F. Subcontracting**

Any school district operating an elementary school may subcontract with an operating agency for the purpose of providing extended day care services. However, the school district/contractor remains responsible for all programmatic, fiscal, and audit requirements of the program.

## **G. Audit Requirements**

With the exception of Local Education Agencies, each agency awarded a contract for a CDE child care and development program is required to submit an annual financial audit report to CDE. This report is due **November 15** for the State fiscal year ending June 30.

These audits must be executed in accordance with Generally Accepted Auditing Standards and the Audit Guide for Auditors of Child Development Programs administered by public, private nonprofit, and private for-profit agencies. Copies of the Audit Guide may be obtained by calling the CDE's Audits and Investigations Division at (916) 322-2288. The audits must be executed by one of the following:

1. A CPA licensed by the California State Board of Accountancy;
2. A Public Accountant licensed on or before December 31, 1970, by the California State Board of Accountancy; or



3. The CDE's Audits and Investigations Division or another comparable federal, state, or local audit group independent of the agency being audited.

## 7. APPLICATION SUBMISSION REQUIREMENTS

Before submitting an application for Latchkey program funding, applicants should carefully review the information in this Management Bulletin and the instructions in the application. Applicants must complete all required sections of the application and follow the format instructions described in this section.

- A. Submit one (1) original and **four (4)** copies of the completed application to the address below:

Child Development Division  
**MB 02-09/GLTK-Whittier**  
560 J Street, Suite 220  
Sacramento, CA 95814

- B. All applications must arrive in CDD at the address listed in item A of this section, no later than **5:00 p.m. on Monday, June 3, 2002.**
- C. It is the sole responsibility of the applicant agency to insure that CDD receives the required original and four (4) copies of their application by the above deadline. CDD will consider incomplete or late applications non-responsive, and they will not be reviewed. Each application must be complete when submitted. No changes, modifications, corrections, or additions will be made to the application(s) once it has been received. **NO EXCEPTIONS WILL BE MADE.**
- D. Applicants may mail or personally deliver the applications. Applicants must not address the application package to CDE's post office box or to any other division within CDE. Postmark dates or delivery service receipt dates will not be accepted in place of the date the application packages were received by CDD. Because of the number of applications anticipated, CDD will not accept phone calls verifying the date the application packages were received. If the agency elects to mail rather than hand deliver its application packages, the agency may choose to use a mail delivery process that will provide it with a receipt showing the date and time the application packages were actually received by CDD.
- E. **Signed certifications contained in the application must be signed by authorized agents of the agency with authority to engage the agency in a contractual agreement.**
- F. All applicants agree that, in submitting an application, they authorize CDD to verify any and all claimed information and to verify any reference names in the application.
- G. Applications must comply with the following requirements for margins, fonts, page format, and page limitations:
  1. Use a 12 point font (e.g., Times New Roman or Arial) that does not exceed six lines per inch and 15 characters per inch;
  2. Do not use a compressed, narrow, or script font;
  3. The top, bottom, left, and right margins of the page must be at least one-half inch from the edge of the paper;

4. All pages of the application and the Program Narrative must be single-sided, submitted on 8 ½ x 11 inch white paper;
  5. All pages of the Program Narrative must be numbered sequentially, and each page must have a header containing the Management Bulletin Number, the name of the applicant agency, and the page number; and
  6. The maximum number of pages an agency may submit for the Program Narrative portion of the application is **12. (Note: Readers will be instructed not to consider the portion of response that exceeds the stated page limitation for each Program Narrative Component.)**
- H. Please do not attach document covers or place applications in binders, as they will be removed before the review of the application for easy handling. Agencies may include a one-page transmittal to the application. However, this will be removed prior to the review of the applications. Please ensure that each application is adequately secured with a staple in the upper left-hand corner.
- I. The **original copy** must have original signatures by the agency's authorized agent in **ALL** sections where those signatures are required (i.e., Certification Signature, Vendor Data Record Form [if applicable], Nondiscrimination Statement). Please use **blue ink** for all signatures.
- J. Applications must describe the program the agency will implement. Applications may not contain false or misleading information.
- K. Applications that are plagiarized in any part or form will automatically be rejected. Agencies cannot submit an application where the text has been copied from another agency's previous or current application, whether another agency voluntarily or involuntarily provided the information. The information in the application must be relevant and unique to the submitting agency's program.

## 8. COST OF DEVELOPING THE APPLICATION

The cost of developing applications is entirely the responsibility of the proposing entity. Upon receipt of an award of funds through this Management Bulletin, such application development costs are not a reimbursable expenditure.

## 9. APPLICATION REVIEW PROCESS

### A. Initial Screening and Disqualification

An applicant must submit a complete application in accordance with the instructions contained in the Application Submission Requirements described in this Management Bulletin and the instructions in the application. If an application is submitted that is incomplete or not completed in accordance with the instructions, CDD will reject the application and no further review will be made. CDD will screen all applications for completeness, and applications that disregard the instructions regarding required signatures, number of copies of the application, font or margins, required forms, and required attachments will be rejected. In addition, applications that are plagiarized or contain false or misleading information will be rejected.

## **B. Method for Selecting Contractors**

In addition to CDE staff, CDD may select representatives from the child care and development community to serve as part of a reading team to evaluate applications. All readers receive detailed training on the scoring process. CDD designed the scoring process to enhance inter-rater reliability and to prevent conflicts of interest. Readers will not score any application from a county in which they are currently employed or have worked, consulted on the application, or had any connection that may appear to be a conflict of interest. Therefore, applicants should assume that the application reviewer has no familiarity with individual schools, districts, community-based agencies, or programs. All persons reading applications must sign a statement of confidentiality confirming their commitment to refrain from discussing the applications they review at any time, except under specific circumstances designated as part of the scoring process.

Each application will be read and scored by a minimum of two readers. Each reader will score the application independently. The readers then discuss the application and jointly write comments. If the scores are identical, or if the difference of the scores fall within a predetermined discrepancy limit, CDD determines the scores "in agreement." The applicant's final score is the average of the "in agreement" scores of the reading team. If the difference of the readers' scores exceeds the discrepancy limit, the application is assigned to an independent reader for evaluation and score resolution. For this application, the maximum possible points are 100. Agencies must obtain a minimum of 70 points (equivalent of 70 percent of the total points possible) to be eligible for funding.

## **10. FORMULA AND PRIORITIES USED TO DISBURSE FUNDING**

Funding will be disbursed in accordance with *EC* section 8467, the funding formula developed by the CDE, and the priorities identified by the Local Child Care and Development Planning Council (LPC).

## **11. HOW THE COMPETITIVE APPLICATIONS WILL BE FUNDED**

Applications will be evaluated and scored in accordance with the scoring guide specified in the Management Bulletin (see Attachment B). The total score is based 100 percent on the assessment of the written application. The applicant must obtain a minimum of 70 percent of the total points possible for this application to be eligible for funding.

Agencies "headquartered" in the county where services are proposed are given priority for funding over agencies that are not headquartered in the county. Funds will be awarded to the highest scoring eligible applicant, considering the applicants' headquartered status.

## **12. AWARD NOTIFICATION FOR SUCCESSFUL APPLICANTS**

### **A. Tentative Offers of Funding**

Once the applications have been scored, preliminary agency rankings and eligibility for an award of funding will be determined and a tentative offer of funding released. The tentative offer of funding will not be finalized until all contract award disputes have been resolved.

### **B. Final Award Notification**

The final award of funding under this Management Bulletin will not be released until unsuccessful applicants have been provided the opportunity to appeal and resolve disputes regarding the procedures used in the scoring of applications. Notification of the final award of funding will be announced on the CDD

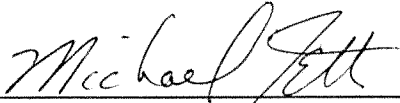
Web site and mailed to the successful applicant's Executive Officer noted on the application. Notification of final award is scheduled on or before June 24, 2002. CDD staff has been instructed not to respond to telephone calls regarding the final award until after this date.

### 13. THE APPEAL PROCESS

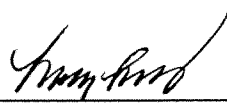
An unsuccessful applicant may appeal the procedures used in the scoring of applications by following the procedures described in 5 *CCR* section 18003, to resolve contract award disputes.

The letter of results mailed to agencies will contain appeal rights and timeline information. In accordance with *EC* section 8261(c), CDE reserves the right to waive the regulations regarding the time limitations for scheduling and notification of appeal hearings and their results pursuant to 5 *CCR* section 18003.

If you have questions regarding this application, applicants may obtain technical assistance by contacting Kathy Meyer, CDE/CDD RFA Coordinator, by E-mail at [kmeyer@cde.ca.gov](mailto:kmeyer@cde.ca.gov), by fax at (916) 323-6853, or by telephone at (916) 323-1324.



Michael Jett, Director  
Child Development Division



Kathy B. Lewis  
Deputy Superintendent  
Child, Youth and Family Services Branch

- Attachments:
- A. Reference Materials Listing
  - B. Scoring Guide
  - C. Application for Latchkey Program Funding

This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirements. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirements is not prescriptive pursuant to *Education Code* 33308.5.

## Attachment A Reference Materials Listing

PUBLICATIONS	ADDRESS YOUR INQUIRIES TO:
California <i>Education Code</i> <i>Public Contract Code</i>	West Group at 1-800-762-5272, to purchase a complete copy of these codes  Legislative Counsel of California. "Official California Legislation Information." [Online] < <a href="http://www.leginfo.ca.gov/calaw.html">http://www.leginfo.ca.gov/calaw.html</a> >
Title 5, <i>California Code of Regulations</i> Title 22, <i>California Code of Regulations</i>	Barclays West Group P.O. Box 95767 Chicago, IL 60694-5767 Phone orders: 1-800-888-3600 (7:30 a.m. - 4:30 p.m.)  West Group. "Welcome to the California Code of Regulations." [Online] < <a href="http://www.calregs.com">http://www.calregs.com</a> > <u>or</u> California Department of Social Services. "Online California Code of Regulations, Title 22." < <a href="http://www.dss.cahwnet.gov/getinfo/cacoderegs.html">http://www.dss.cahwnet.gov/getinfo/cacoderegs.html</a> >
Audit Guide	California Department of Education Office of External Audits Phone: (916) 322-2288 < <a href="http://www.cde.ca.gov/labbranch/cdeag00/index.html">http://www.cde.ca.gov/labbranch/cdeag00/index.html</a> >
Funding Terms and Conditions and Program Requirements	California Department of Education Child Development Division Phone: (916) 322-6233 < <a href="http://www.cde.ca.gov/fasdiv/childcareftc">http://www.cde.ca.gov/fasdiv/childcareftc</a> >
Additional copies of this Management Bulletin and Application for Funding	California Department of Education Child Development Division Phone: (916) 322-6233 < <a href="http://www.cde.ca.gov/cyfsbranch/child_development/mb0209.htm">http://www.cde.ca.gov/cyfsbranch/child_development/mb0209.htm</a> >
1999 Child Care Portfolio Data--data about child care in California, county by county	California Child Care Resource and Referral Network Phone: (415) 882-0234 < <a href="http://www.rrnetwork.org">http://www.rrnetwork.org</a> >
Various child care and development resource reference documents	California Department of Education Publications (CDE Press) Phone: (916) 445-7608

## ATTACHMENT B

### MB 02-09 / Child Care and Development Program Funding Scoring Guide

**Total Points Possible = 100**

<b>Program Narrative Component #1: Agency Philosophy and Introduction (Not Scored)</b>																
<b>Program Narrative Component #2: Children and Families (Not Scored)</b>																
<b>Program Narrative Component #3: Program Administration (Total Points Possible = 25)</b>																
<ul style="list-style-type: none"> <li>A maximum of 20 points is possible for <u>all</u> goal and objective statements.</li> <li>A maximum of 5 points is possible for describing the agency's process for assessing progress toward identified goals.</li> </ul>																
Component Description	Learning Activity and Environment Design			Facilities Management			Recruitment and Retention of Staff			Staff Development			Fiscal Accountability			Component Subtotals <sup>1</sup>
One point will be awarded for each complete <b>goal</b> statement. (1 pt. per goal = 5 pts. possible)	1			1			1			1			1			
One point will be awarded for each complete and measurable <b>objective</b> . (3 pts. per goal = 15 pts. possible)	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	
Five points will be awarded for describing the agency's process for assessing the agency's progress in meeting its goals and objectives. (1 pt. per goal = 5 pts. possible)	1			1			1			1			1			
<b>Program Narrative Component #4: Meeting the Developmental Needs of Children (Total Points Possible = 60)</b>																
A. The narrative rationale describes and incorporates program learning activity areas and clearly establishes their purpose in program delivery for the ages being served.  (3 pts. per learning activity area = 15 pts. possible)	Social-Emotional Development			Cognitive Development			Language Development			Physical Development			Nutrition Education			Component Subtotals <sup>1</sup>
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	
B. Lesson Plan Activities: (1 pt. daily for each criteria [listed below] = 25 pts. possible)	Day 1			Day 2			Day 3			Day 4			Day 5			
(1) Are developmentally <sup>2</sup> age appropriate for the children being served.	1			1			1			1			1			
(2) Address individual abilities.	1			1			1			1			1			
(3) Address cultural and linguistic differences.	1			1			1			1			1			
(4) Document program variety.	1			1			1			1			1			
(5) Establish opportunities for expanding child learning.	1			1			1			1			1			

<sup>1</sup> No score (0 points) will be given for any Program Narrative Component that is not addressed in this application.

<sup>2</sup> Social-emotional, cognitive, language, and physical.

<b>Program Narrative Component #4: (Continued)</b>						
C. Nutrition Education. Lesson plan activities:						Component Subtotals <sup>1</sup>
(1) Incorporates activities to connect nutrition education to other program components. (2 pts. possible)					2	
(2) Incorporates a wide variety of options that are high in nutrient value and includes food choices for snacks or meals. (3 pts. possible)					3	
D. The combined written narrative and lesson plan demonstrates a comprehensive, integrated, and experientially rich program. (5 pts possible)				Poor (< 31 Pts.)	Good (31 – 39 Pts.)	Excellent (40-45 Pts.)
Note: Point ranges represented in this score component refer to total points received in Program Narrative Component #4, Items A, B, and C which represents 45 pts.				0	3	5
E. The schedule incorporates a balance of learning experiences for the child. (1 pt. per element = 5 pts. possible)	Group 1	Child-Initiated 1	Adult-Initiated 1	Individual 1	Cooperative 1	
The schedule establishes appropriate time periods to achieve planned activities. (5 pts possible)					5	
<b>Program Narrative Component #5: Parent and Community Outreach (Total Points Possible = 15)</b>						
						Component Subtotals <sup>1</sup>
A. The plan includes a comprehensive approach to assess parent and community interest and resources to support the program. (5 pts. possible)	Includes approach to Assess Parent Interests and Resources		Includes approach to Assess Community Interests and Resources			
	3		2			
B. The plan describes effective approaches to develop and maintain linkages between home, school, and community. (5 pts. possible)	Includes linkages Between Home and School		Includes linkages Between School and Community			
	3		2			
C. The plan includes a comprehensive approach to utilizing resource support for the program. (5 pts. possible)	Includes Plan to Utilize Parent Resources		Includes Plan to Utilize Community Resources			
	3		2			
<b>Total Points Awarded</b>						

<sup>1</sup> No score (0 points) will be given for any Program Narrative Component that is not addressed in this application.

<b>LATCHKEY WEEKLY LESSON PLANNING FORM (Sample)</b>					<b>Attachment C</b>
<b>(Design program instruction for one class of 28 children, ages 5 through 13. All children have been assessed).</b>		<b>Special Skills:</b>			
<b>Week of: November 11-15, 2002</b>					
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	

<b>Changes to the environment (e.g., stations, set-ups for child choice area, resources, reading area, artwork):</b>	<b>Nutrition Plan:</b>				
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>